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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL RESEARCH ADMINISTRATION  
BUREAU OF ANIMAL INDUSTRY  
WASHINGTON, D. C.

Reserve

ZT-080

April 22, 1943

GENERAL REQUIREMENTS FOR LEASE PROCEDURE

The following revised instructions regarding lease procedure have been prepared for the guidance of field officials of the Bureau responsible for procedure in leasing office quarters. These instructions will remain in effect until further notice and should be retained for future reference.

A. INITIAL PROCEDURE REQUIRED IN NEGOTIATING FOR THE EXECUTION OF A NEW LEASE OR THE RENEWAL OF A CURRENT LEASE FOR OFFICE QUARTERS.

The President of the local Federal Business Association, or Chairman of his Real Estate Committee, should be consulted with the view of ascertaining whether or not suitable space sufficient for the needs of the Bureau is available in any Federal-owned or -rented structures in the locality. In the event no such space is available, a statement to that effect, signed by the President or Chairman, should be obtained and submitted, in duplicate, to the Bureau. If there is no Federal Business Association in the locality, the investigation should be made in conjunction with custodians and other officials whose activities occupy commercially-rented space, and a statement, in duplicate, over the signature of the Bureau official in charge, submitted. In addition to the requirements stated in this paragraph, the instructions in either Paragraph B1, B2, C1, or C2, below should be followed.

B. PROCEDURE IF RENEWAL OPTION CONTAINED IN PRESENT LEASE PERMITS RENEWAL BEYOND JUNE 30, OR IF OPTION DOES NOT PERMIT RENEWAL BEYOND JUNE 30, AND RENEWAL IS TO BE MADE UNDER THE PROVISIONS OF 16-COMP. GEN. 931.

(Note: Under a decision by the Comptroller General of the United States (16 Comp. Gen. 931) leases which contain options for renewal for a period not beyond June 30 of the current fiscal year may, nevertheless, be extended for additional years when it is demonstrated that such continued occupancy is to the advantage of the Government. Therefore, if the present lease covering your office quarters does not provide for renewal beyond June 30 of the current fiscal year you should inform the lessor of the provisions of the Comptroller's decision and ascertain whether or not it is agreeable to renew the present lease by renewal agreement signed by lessor and lessee. The execution of a new lease to cover the same quarters occupied under the present lease is not considered a renewal of a present lease.)

1. If, because of the nature of the work, it is required for the proper and efficient functioning of the activity that the office remain in its present locality and

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there are no other buildings in the vicinity in which suitable space may be obtained. (Note: This provision is applicable only at those stations where offices must be maintained adjacent to the stockyards.)

The present lessor should be consulted in order to ascertain whether or not a reduction in rent may be obtained; also, whether or not it is agreeable for the lease to be renewed for the next fiscal year, either on the same or reduced terms. The lessor's offer should then be inserted in quotation No. 1 of the form, "PRERENEWAL CANVASS STATEMENT", the certificate on the reverse side of the form signed by the Bureau official in charge, and the statement submitted to the Bureau in triplicate.

2. If the nature of the work does not require that the office remain in the immediate locality

Real estate dealers and owners of suitable premises, including the present lessor, who should be advised of the competition, should be consulted and informal quotations solicited with the view of obtaining quarters at a lower rental. If the prices quoted elsewhere are not less, the informal quotations should be inserted in the space provided on the "PRERENEWAL CANVASS STATEMENT", the certificate on the reverse side of the statement signed by the Bureau official in charge and the statement submitted to the Bureau in triplicate. If prices quoted elsewhere are less than for the present quarters, either on the old or reduced terms, formal competition is necessary and the instructions in Paragraph D, "PROCEDURE TO BE FOLLOWED IN SOLICITING BIDS FOR OFFICE QUARTERS", should be complied with.

- C. IF PRESENT LEASE IS NOT RENEWABLE OR THE RENEWAL OPTION CLAUSE THEREIN DOES NOT EXTEND BEYOND JUNE 30 OF THE CURRENT FISCAL YEAR, AND RENEWAL IS NOT TO BE MADE UNDER THE PROVISIONS OF 16 COMP. GEN. 931.

1. If, because of the nature of the work, it is required for the proper and efficient functioning of the activity that the office remain in the present locality and there are no other buildings in the vicinity in which suitable space may be obtained. (Note: This provision is applicable only at those stations where offices must be maintained adjacent to the stockyards.)

A statement should be submitted, in triplicate, to the effect that there are no other buildings in the vicinity in which suitable space may be obtained and that it is agreeable with the lessor that a new lease be executed for the next fiscal year. A written offer from the lessor in which there are quoted the terms under which a new lease may be executed, including the number of years for which it may be renewable, should be secured.

2. If the work does not require that the office remain in the present locality

Formal competition is required and procedure as indicated in Paragraph D, "PROCEDURE TO BE FOLLOWED IN SOLICITING BIDS FOR OFFICE QUARTERS", should be followed.

D. PROCEDURE TO BE FOLLOWED IN SOLICITING BIDS FOR OFFICE QUARTERS  
(To be followed only when called for by Paragraphs B2 or C2)

Identical specifications and invitation to bid (use standardized specifications and invitations obtainable from this office) should be addressed in duplicate, to a sufficient number of prospective bidders, and posted in public places to insure development of the lowest available price for suitable premises. Failure to post notices in public places must be explained. Unless at least three owners or agents have been solicited, an explanatory note should be submitted in duplicate. (Note: Lease specifications and invitations to bid have been standardized, and are obtainable upon request by letter as required. Instructions for completing bid invitations and specifications are also obtainable from this office. In order to conserve paper and avoid unnecessary mailing of bulky mail, a supply is being sent only to those stations which it is evident to this office may require them.)

Since the accepted proposals upon which leases are predicated are incorporated in the leases by reference and made a part thereof, prospective bidders should be requested to indicate in paragraph 2 of the specifications for how many years the lease may be renewed, if option of renewal is granted, and if not granted, this fact should be stated opposite paragraph 2 of the specifications.

After expiration of the time limit for the receipt of bids, all bids should be forwarded to the Bureau accompanied by the following:

- (a) Letter of recommendation signed by the Bureau official in charge.
- (b) Form, "Data for Preparation of Lease", filled in with the information called for covering bid recommended.
- (c) If other than the lowest bid is recommended for acceptance, a tabulation, in triplicate, of all bids received and a full explanatory statement as to wherein the quarters offered at a lower rental do not meet the specifications and other than the lowest bid as to price should be accepted. The statement should include unsuitability of the cheaper quarters due to location, service conditions, and other reasons. In the event lower rentals are offered for new premises, but it is deemed disadvantageous to move, the statement should include the cost of moving, installation of telephone service, and other factors of expense.
- (d) If the bidder is not an individual owner who has himself signed the bid, evidence of authority for persons who sign on behalf of the bidder, such as Power of Attorney of Agent submitting bid, or evidence of authority of officer of corporation to submit bid, must accompany the bid recommended for acceptance.

JUN 25 '45

